

Applying for a license or ID? You'll Need the Following Documents



Secretary of State
Ruth Johnson

When applying for an original Michigan driver's license or state identification card, you must present documentation of:

1. A valid Social Security number or proof of ineligibility.
2. Legal presence in the U.S.
3. Identity.
4. Michigan residency (at least two documents are required).

To ensure your application process is as smooth as possible, remember:

- ✓ Documents must be originals or copies certified with a raised seal or stamp.
- ✓ Faxed or photocopied documents will NOT be accepted.
- ✓ Foreign driver's licenses are accepted as proof of driving experience only.
- ✓ Documents are subject to departmental review and approval. Additional information may be required. The department may retain images or copies of any document presented.
- ✓ Document approval may not occur in the same day and may require an additional visit.

- ✓ Double-check that you have all the correct documentation before visiting a Secretary of State office. If you have any questions about what is required, please visit the Secretary of State website at www.Michigan.gov/sos or call the Department of State Information Center at (888) SOS-MICH (767-6424).

1 Your Social Security number or letter of ineligibility

Present **ONE** of the following to demonstrate a valid Social Security number or ineligibility.

- ☐ Social Security card or other Social Security Administration document containing your name and Social Security number.
- ☐ W-2 or 1099 form.
- ☐ Pay stub containing your name and Social Security number.
- ☐ U.S. military ID card containing photo and Social Security number (DD-2, DD-1173 or CAC card.)
- ☐ Letter of ineligibility from the Social Security Administration. Letters that are more than 30 days old will not be accepted.

Note: All Social Security information will be verified. You may be required to correct information with the Social Security Administration before your driver's license or state ID card application can be processed.

Your first and last name and date of birth on your legal presence and identity documents should match. If your current legal name is different from the name on your birth certificate or legal presence document, you must show legal proof of the name change, such as an original marriage certificate, divorce decree or court order.



2 Legal presence

Present at least **ONE** of any of the documents from this column.

- ☐ Certified birth certificate with a raised seal issued by a U.S. or U.S. territory government office.
- ☐ Valid, unexpired U.S. passport or passport card.
- ☐ Certificate of Citizenship (N-560 or N-561).
- ☐ Certificate of Naturalization (N-550, N-570 or N-578).
- ☐ Consular Report of Birth Abroad issued by the U.S. Department of State (FS-240, DS-1350 or FS-545).

The following documents are subject to verification using the Systematic Alien Verification for Entitlements System (SAVE). Approval may take longer than one day.

- ☐ Valid unexpired foreign passport in your name with English subtitles or translation, with a stamped, valid I-94 and a U.S. visa. (F-visa holders must also present an I-20 form; J-visa holders must present a DS-2019.)
- ☐ Valid, unexpired Permanent Resident Card (I-551).
- ☐ Valid, unexpired Employment Authorization Card (I-688, I-688A, I-688B or I-766).
- ☐ Valid, unexpired Refugee Travel Document (I-571) with a stamped, valid I-94.
- ☐ Approved U.S. Department of Labor certification with a valid, unexpired foreign passport in your name with English subtitles or translation, a stamped, valid I-94 and a U.S. visa.
- ☐ Valid, unexpired foreign passport in your name with English subtitles or translation, a U.S. immigrant visa with temporary I-551 language, or a U.S. immigrant visa with valid temporary I-551 stamp in the passport.
- ☐ USCIS documents expired less than one year may be presented if accompanied by an I-797 receipt indicating approval of an adjustment of status or extension of stay. A valid, unexpired foreign passport must also be submitted.

3 Identity verification

Present original documents to establish identity. **MORE THAN ONE** document may be required.

- ☐ Out-of-state or Canadian driver's license or ID card. (Licenses or ID cards expired for less than one year will be accepted.)
- ☐ Marriage license issued in the U.S.
- ☐ Divorce decree issued in the U.S.
- ☐ U.S. court order for a name change.
- ☐ Photo ID card issued by a federal or Michigan government agency.
- ☐ U.S. military ID card with photo (DD-2, DD-1173 or CAC card).
- ☐ U.S. military discharge or separation documents, such as a DD-214.
- ☐ Tribal photo ID card from a federally recognized Native American tribe.
- ☐ Michigan Department of Corrections prisoner ID card. (This document requires verification, which may take more than one day.)
- ☐ Michigan driver education certificate. (For applicants age 18 and younger.)
- ☐ Michigan adoption record.
- ☐ U.S. school records, such as school ID cards with name and photo, diplomas, transcripts or yearbooks.
- ☐ If the applicant is below age 18 and does not have one of the above, a parent or guardian must present their driver's license or ID and sign for the teen.
- ☐ A second document from group #2 may also be accepted.
- ☐ The identity requirement may also be met if two of the following documents are presented: foreign passport, I-94, Employment Authorization Card, Refugee Travel Document or U.S. visa.

4 Proof of Michigan residency

Present at least **TWO** documents with your name and Michigan residence address.

- ☐ Utility bill or credit card bill issued within the last 90 days. (Electronic copies are acceptable.)
- ☐ Account statement from a bank or other financial institution issued within the last 90 days. (Electronic copies are acceptable.)
- ☐ Michigan high school, college or university report cards or transcripts.
- ☐ Mortgage, lease or rental agreement. (Lease and rental agreements must include the landlord's telephone number.)
- ☐ Pay stub or earnings statement issued with the name and address of the employer.
- ☐ Life, health, auto or home insurance policy.
- ☐ Federal, state or local government documents, such as receipts, licenses or assessments.
- ☐ Michigan title and registration. (The registration must show current residential address.)
- ☐ Other documents containing your name and address may be accepted with manager approval.

Note: Residency documents in a family member's name may be used if the family relationship can be established.

Michigan P.O. boxes are not an acceptable residence address.